

AGENDA
INTERCITY TRANSIT AUTHORITY
February 7, 2018
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**

- 2) **INTRODUCTIONS** **10 min.**
 - A. **Kerri Wilson, Youth Education Specialist** (*Rena Shawver*)

- 3) **PUBLIC COMMENT** **10 min.**

Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.

The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.

- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
 - A. **Approval of Minutes:** January 3, 2018, Meeting; January 17, 2018, Meeting.

 - B. **Payroll – January 2018:** \$2,357,752.99.

 - C. **Accounts Payable:** Warrants dated December 31, 2017, numbers 24115-24156 in the amount of \$336,822.78; Warrants dated January 19, 2018, numbers 24157-24225, in the amount of \$1,357,222.05; Automated Clearing House Transfers for January 2018 in the amount of \$8,371.96 for a monthly total of \$1,702,416.79.

- 5) **PUBLIC HEARING - None** **0 min.**

- 6) **COMMITTEE REPORTS**
 - A. **Thurston Regional Planning Council (Feb. 2)** (*Debbie Sullivan*) **3 min.**

- 7) **NEW BUSINESS**
 - A. **Marketing/Communication Services Contract Extension** **5 min.**
(*Katie Cunningham*)
 - B. **Interagency Agreement w/DES** (*Steve Krueger*) **5 min.**
 - C. **TSP Interlocal Agreement w/City of Tumwater** (*Eric Phillips*) **5 min.**
 - D. **External Funding Overview** (*Eric Phillips*) **20 min.**
 - E. **Annual Authority Reorganizing Activities** (*Pat Messmer*) **20 min.**

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|------------|---------------------------------|----------------|
| 8) | GENERAL MANAGER'S REPORT | 10 min. |
| 9) | AUTHORITY ISSUES | 10 min. |
| 10) | ADJOURNMENT | |

Intercity Transit ensures no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in Circular 4702.1B.

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
January 3, 2018

CALL TO ORDER

Chair Sullivan called the January 3, 2018, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Tumwater Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Karen Messmer; City of Olympia Councilmember Clark Gilman; Thurston County Commissioner Bud Blake; City of Yelm Councilmember Molly Carmody; Citizen Representative Ryan Warner; Labor Representative Art Delancy.

Members Excused: Citizen Representative Don Melnick.

Staff Present: Ann Freeman-Manzanares; David Claus-Sharwark; Suzanne Coit; Katie Cunningham; Dave Kolar; Paul Koleber; Jim Merrill; Breezy Medina; Pat Messmer; Carolyn Newsome; Eric Phillips; Rena Shawver; Debbie Solomon; Heather Stafford-Smith; Nicky Upson; Thomas Van Nuys.

Others Present: Citizen Advisory Committee Member, Jan Burt; Legal Counsel, Dale Kamerrer.

Chair Sullivan announced that due to the lack of a quorum, the Authority will proceed with non-action items.

CELEBRATION/RECOGNITION

Surplus Van Grant Recognition - Carolyn Newsome, Vanpool Manager, introduced the recipients of the Surplus Van Grant program. Each provided a brief description on how their agency will use the vans:

- TOGETHER! Deputy Director Meagan Darrow and Adrienne Beverly AmeriCorps VISTA
- Community Youth Services Development Director Lynsi Polanco
- City of Lacey Veteran's HUB Manager, Keith Looker
- Thurston County Food Bank Executive Director Robert Coit, Operations Manager Heather Sundean, and Volunteer/Gleaning Coordinator Allison Zusi
- WaYa Outdoor Institute Board Treasurer Shana Barehand and Board Vice Chair Cynthia Wilkerson
- Yelm Senior Center Board Member Joyce Willms
- Senior Services for South Sound Executive Director Eileen MacKenzie

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Commissioner Blake and Councilmember Carmody arrived.

Chair Sullivan recessed the meeting at 6:02 p.m. for refreshments and viewing of a surplus van. The meeting reconvened at 6:24 p.m.

APPROVAL OF AGENDA

It was M/S/A by Citizen Representative Warner and Councilmember Carmody to approve the agenda as amended.

PUBLIC COMMENT - None.

INTRODUCTIONS

A. Eric Phillips introduced Jessica Gould, Grant Program Administrator.

APPROVAL OF CONSENT AGENDA ITEMS

It was M/S/A by Citizen Representative Warner and Vice Chair/Citizen Representative Messmer to approve the consent agenda as presented.

A. Approval of Minutes: December 6, 2017, Regular Meeting.

B. Payroll - December 2017: \$3,219,926.16.

C. Accounts Payable: Warrant dated December 6, 2017, number 23901, in the amount of **\$520.00**; Warrants dated December 8, 2017, numbers 23950-23998, in the amount of **\$233,032.34**; Warrants dated December 11, 2017, numbers 23999-24001, in the amount of **\$116,629.67**; Warrants dated December 22, 2017, numbers 24003-24066, in the amount of **\$1,294,471.00**; Warrants dated December 29, 2017, numbers 24068-24114, in the amount of **\$342,660.54**. Automated Clearing House Transfers for December 2017 in the amount of **\$13,784.89** for a monthly total of **\$2,001,098.44**.

COMMITTEE REPORTS

A. Transportation Policy Board. Karen Messmer presented the TPB report from the December 13 meeting on behalf of Don Melnick. There was a Call for Projects Update. Paul Brewster reviewed results of the Technical Advisory Committee's analyses of grant applications received for the STP and CMAQ programs. He explained efforts that had been made to address funding needs considering "project readiness" and to develop lists of "primary" and the "alternative" projects that could be funded if the primary ones were not ready in time to conform with established deadlines. The TPB briefly discussed and then moved to recommend

that the TRPC adopt staff recommendations. It appeared IT grant proposals were included in those recommended to TRPC.

Members received an update on the Thurston County Energy Mapping and Carbon Wedge Analysis. Veena Tabbutt briefed the members on the status of the results of studies conducted by TRPC consultants of sources and end uses of energy in Thurston County and what effect various policy options could have towards meeting established County greenhouse gas emission reduction goals. Tabbutt indicated that study results will be used to guide future TRPC actions on energy policy. Questions were answered but no action was requested nor taken by the TPB.

Karen Parkhurst briefed the TPB on early impressions of the dynamics of and potential direction of Legislative action in 2018. The message received was “stay tuned and be ready to respond quickly when needed.”

NEW BUSINESS

A. Vanpool Vehicle Purchase. Procurement Coordinator, Katie Cunningham presented for consideration the purchase of twenty-five (25) replacement vanpool vehicles.

This proposed purchase includes the replacement of thirteen, seven-passenger vehicles that are two years beyond their replacement cycle and twelve, twelve-passenger vehicles that are scheduled for replacement in 2018. It's been our experience that most customers have a preference for smaller vehicles and for the first time in some years, we have the ability to purchase seven-passenger vehicles with federal funds. The Washington State Department of Enterprise Services competitively bid a vehicle contract awarding to the lowest, responsive and responsible bidder for each vehicle class. Toyota of Yakima was selected for the seven-passenger mini-van category. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase off this contract.

Intercity Transit staff concurs with DES's assessment regarding fair and reasonable pricing and Toyota of Yakima's ability to perform. Based on our past experience with Toyota Sienna minivans, staff is confident these vehicles are mechanically sound and will serve our vanpool customers well. Additional research has also indicated that the Toyota Sienna's meet all FTA requirements for purchase and can be purchased through DES Contract 05916 utilizing federal funds.

It was M/S/A by Councilmembers Carmody and Gilman to authorize the General Manager, pursuant to Washington State Contract 05916, to issue a purchase order to Toyota of Yakima in the amount of \$777,237.00 to purchase twenty-five (25) new seven-passenger Toyota Sienna minivans.

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B. CAC Name Change Proposal. Freeman-Manzanares said at the November CAC meeting, the members voted unanimously to change their committee name to “Community” Advisory Committee. Per the bylaws, the Authority must approve this change.

It was M/S/A by Vice Chair/Citizen Representative Messmer and Citizen Representative Warner to accept the Citizen Advisory Committee’s recommendation and approved a name change from Citizen Advisory committee to Community Advisory Committee.

GENERAL MANAGER’S REPORT

Dial-A-Lift Manager Emily Bergkamp and Maintenance Manager Paul Koleber are actively transitioning into their Director positions. At the end of June 2018, upon Jim Merrill’s retirement, Bergkamp will transition to the Director of Operations and Koleber will transition to Director of Maintenance. There will be an internal/external recruitment for a Dial-A-Lift Manager position in the next several months.

Active vanpool count for December 2017 was 174, and starting 2018 with 178 groups. In hopes of getting more single-occupancy-vehicles off the road, the Marketing staff is creating a video with testimonials to promote Vanpool. We have two campaigns planned. One involves offering the first month free and the second is offering vanpool groups the opportunity to start a vanpool with three members with the goal of growing to five or more.

A new class of 16 Operators begins January 8, 2018. They will graduate on March 2 with a BBQ celebration. All are invited to attend.

Intercity Transit will welcome four new CAC members at the Community Advisory Committee meeting on January 8, 2018. The new members will attend an orientation and tour the facility prior to the meeting. The fifth “new” member is a past student representative who applied for a full-three year term.

The second meeting of the Short/Long Range IT Road Show Technical Advisory Committee is scheduled for January 18 at 11 a.m.

There was a pre-submittal meeting with the City of Olympia to discuss the Olympia Transit Center project on December 20, 2017.

Dash service begins with the start of the Legislative Session January 8, 2018.

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Although not definite, it's a distinct possibility Senate Bill 5288 will stay in Rules. It's sounding like the House may send HB1410 back to Transportation.

Board members are required to renew their Open Public Meeting Act (OPMA) training every four years. The Citizen Representatives' refresher training is due by June 30, 2018. The refresher course is available online at <http://www.atg.wa.gov/open-government-training>. Intercity Transit staff, particularly those who attend the public meetings, are also encouraged to take the training. Members from the various jurisdictions are asked to send Pat Messmer their updated certificates.

It was announced last month that the Discounted Bus Pass program was \$26,000 below the \$300,000 limit. As of today, about \$20,000 more in requests have been received and applications have been received from the Olympia Municipal Court and for North Thurston Special Education Program. Freeman-Manzanares asked the Authority if they would be interested in discussing raising the dollar limit of the program and the Authority agreed to place it on the next meeting agenda.

Freeman-Manzanares thanked the Operations and Marketing staff for the excellent service they provided during the recent train derailment. And thanked all Intercity Transit staff who worked diligently to support their co-workers, our customers and our community. She read several customer compliments about service during that timeframe.

AUTHORITY ISSUES

Carmody asked about the progress of the No-Cost November campaign and she suggested making every new vanpool group's first month free if it wouldn't present a financial setback.

Gilman said he recently returned from Las Vegas and traveled around using the RT Transit System and they switched to an all-app driven fare system with kiosks where cash can be used to purchase a pass.

Gilman also said AAA was running an autonomous vehicle shuttle from the downtown area as a way to get people to try it.

Gilman asked staff to keep the Authority apprised on the incident reports from the community members.

CLOSED SESSION

Chair Sullivan recessed the meeting at 6:51 p.m. for approximately 15 minutes to allow Authority members and necessary staff to go into a closed session authorized by RCW

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42.30.140(4)(b) to review the final proposal made in negotiations for a collective bargaining agreement with ATU Local 1765.

Attending the closed session were: *Chair and Councilmember Debbie Sullivan; Vice Chair and Citizen Representative Karen Messmer; Councilmember Clark Gilman; Councilmember Molly Carmody; Thurston County Commissioner Bud Blake; Citizen Representative Ryan Warner; General Manager, Ann Freeman-Manzanares; Administrative Services Director, Heather Stafford-Smith.*

Chair Sullivan reconvened to a regular meeting at 7:06 p.m.

The Director of Administrative Services Heather Stafford-Smith brought before the Authority for approval a three-year Collective Bargaining Agreement between Intercity Transit and the Amalgamated Transit Union Local 1765. The proposed agreement covers 207 employees in the positions of Coach Operator, Van Operator, Dial-A-Lift Dispatch and Customer Service Representative. The current agreement expired on December 31, 2017. The new contract is effective January 1, 2018, through December 31, 2020.

It was M/S/A by Councilmembers Gilman and Carmody to approve the three-year Collective Bargaining Agreement between Intercity Transit and the Amalgamated Transit Union Local 1765.

ADJOURNMENT

It was M/S/A by Councilmember Carmody and Citizen Representative Warner to adjourn the regular meeting at 7:08 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: February 7, 2018.

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
January 17, 2018

CALL TO ORDER

Vice Chair Messmer called the January 17, 2018, meeting of the Intercity Transit Authority to order at 5:30 p.m., at the administrative offices of Intercity Transit.

Members Present: Chair and City of Tumwater Councilmember Debbie Sullivan (via teleconference); Vice Chair and Citizen Representative Karen Messmer; City of Olympia Councilmember Clark Gilman; City of Lacey Councilmember Carolyn Cox; Thurston County Commissioner Bud Blake; Citizen Representative Don Melnick; and Citizen Representative Ryan Warner;

Members Excused: City of Yelm Councilmember Molly Carmody; and Labor Representative Art Delancy.

Staff Present: Ann Freeman-Manzanares; Emily Bergkamp; David Dudek; Dave Kolar; Steve Krueger; Jim Merrill; Pat Messmer; Eric Phillips; Rena Shawver; Heather Stafford-Smith; Thomas Van Nuys.

Others Present: Community Advisory Committee Member, Billie Clark.

Vice Chair Karen Messmer welcomed the new City of Lacey Councilmember, Carolyn Cox to the Intercity Transit Authority.

Vice Chair Messmer also welcomed Councilmember Renata Rollins from the City of Olympia. Rollins will act as the jurisdiction's alternate on the Authority Board.

APPROVAL OF AGENDA

Vice Chair Messmer announced an amendment to the agenda. Agenda item 5-D Bus Camera Overview will be presented first under new business.

It was M/S/A by Citizen Representatives Melnick and Warner to approve the agenda as amended.

INTRODUCTIONS

- A. Introduce Kevin Karkoski, Temporary DAL Manager (*Emily Bergkamp*)
- B. Introduce Paul Bedford, Interim Operations Supervisor (*Cameron Crass*)
- C. Operators – Class 18-01: Rachel Bell; Janet Depoe; Nicole Jones; Jefferson Chase; Paul Tischer; Andretti Niccolocci; John Flynn; Zachary Licht; Scott Smith; Willian Nevue; Tina Yates; Vaughn Ellis;

Robert Andrews; Thomas Howell; Eric Jones; Ryan Harper

PUBLIC COMMENT

Water Sanford from Olympia, WA – Ms. Sanford addressed the Authority regarding the anti-abortion advertisement on the buses. Ms. Sanford feels the ads ridicule women who have made the “responsible life-changing decision to have an abortion and it ridicules victims of sexual violence who were impregnated.”

Ms. Sanford said King County has an advertising policy that would not allow this type of advertising on their buses because of the controversy and they have a detailed policy and it’s clear what can/cannot be advertised on their buses.

Councilmember Cox asked the Board to look into this policy and bring it up for discussion at a future meeting.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council.** Karen Messmer said the TRPC met on January 5, 2018. The members adopted the Climate Adaptation Plan. Members received a report on the Energy Mapping and Carbon Wedge Analysis which is a detailed analysis of where our energy comes from and how it is generated, processed and used. Also the Thurston Thrives Community Design Action Team will hold a workshop in February for planners, plan reviewers, and agencies focused on exploring tools to build communities that encourage physical activities such as riding bikes and walking.
- B. Transportation Policy Board.** Don Melnick said the TPB met January 10, 2018. Members were briefed on the Thurston Thrives Community Design Action Team workshop. There were housekeeping amendments for the Regional Transportation Improvement program that do not affect IT. The 2018 TPB meeting schedule was adopted.

At its November 8, 2017, meeting, the TPB elected new citizen and business representatives. The TPB will consider an action to correct the citizen representative term for Kevin Pestinger from 1 to 2 years and to consider appointing another staff member from the Olympia Master Builders to fill the remainder of Joel Baxter’s term, as he left employment with that organization. The members prepared for the election of officers to be held in February.

There was an I-5 Strategy presentation by Marc Daily about the \$5M 2018 I-5 Congestion Relief Transportation Budget Request. And Karen Parkhurst passed out the 2018 Legislative Session agenda.

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- C. Community Advisory Committee.** Billie Clark said the CAC met January 8, 2018. She noted the committee's new name change from Citizen Advisory Committee to Community Advisory Committee. Members received an update on the Walk N Roll Program; viewed the Bus Camera Overview video; and received an update about the Discounted Bus Pass Program.

NEW BUSINESS

- A. Bus Camera Overview.** Freeman-Manzanares said that staff wanted to highlight enhancements to the bus camera system which were part of an Authority approved financial commitment in 2017, and also show the immense skills of our Operators and circumstances they face on a daily basis. Operations Supervisor, David Dudek, provided an overview of the agency's mobile camera systems and their capabilities.

Dudek said the new forward facing cameras are HD and the DVR's on the buses have a lot more storage capacity. They were able to increase the frame rates of the old cameras due to the increased storage capacity so they are clearer. He showed a side-by-side comparison of the two video systems. He provided examples of the different types of situations the cameras can capture outside the bus.

- B. 2018 Procurement Work Plan.** Steve Krueger, Procurement and Capital Projects Manager, provided a review of the 2018 Procurement Projects. The Procurement division plans, organizes and manages a wide range of procurements to include goods and services, agency vehicles, and capital construction projects. As part of the procurement process, the division is responsible for concept to completion project management including the direct administration of many contracts as well as providing consultation and oversight services to other divisions for the administration of their contracts. The Procurement division is also responsible for managing the acquisition and inventory of vehicle parts and the disposal of surplus property.

All projects costing \$10,000 or more must go through a formal solicitation and award process. Projects costing \$100,000 or more must be presented to the Authority for award of contract.

When the Authority approves the annual budget each year, Procurement, with the assistance of each department Director and Manager, prioritizes all projects and develops a schedule for how the projects can be accomplished. The plan must accommodate the new projects, any ongoing projects that are continuing from the previous year, renewals for multi-year contracts and research for anticipated projects.

Scheduling must consider the probable amount of time required for project development, appropriate sequencing of projects, timeline constraints, funding opportunities, escalation in importance based on new knowledge, and staff availability. A successful project not only requires Procurement staff but also significant involvement by the other agency staff. Procurement coordinates with departments to ensure adequate staff time can be devoted to each project.

Krueger referred to and reviewed the 2018 Procurement Projects List containing 39 projects.

- C. Cellular Data Connections for Coaches.** Thomas Van Nuys, Information Systems Manager, requested approval to authorize the General Manager to spend up to \$200,000 to enhance the CAD/AVL system to accept data via cellular connections.

Communication with the buses (data and voice) relies on a single set of technologies known as Land Mobile Radios. While this technology is durable, it does present a single point of failure should there be a disruption. Additionally, the equipment in use is near the end of its useful life.

Under optimal conditions, due to the limitations of Land Mobile Radio technology, Intercity Transit buses do not have data connectivity throughout our route system. This is most noticeable to dispatchers and operations supervisors when a bus location is displayed inaccurately; and most noticeable to customers when trying to use One-Bus-Away and other real-time location services.

In 2017 Intercity Transit established a project for replacement of the aging communications system. This expenditure represents the first step in phased approach to upgrading our systems to a modern, fully supported platform. In addition to improving the timeliness and accuracy of bus location information, the cellular data connection will form the foundation for communication redundancy with our fleet in the event of radio system disruption.

This solution uses existing technology that is compatible with our current CAD/AVL software. This expenditure covers the cost of a pilot program to implement up to three (3) vehicles.

It was M/S/A by Citizen Representative Warner and Councilmember Cox to authorize the General Manager to spend up to \$200,000 to enhance the CAD/AVL system to accept data via cellular connections.

- D. Amend Discounted Bus Pass Program.** Freeman-Manzanares stated that requests for the 2018 Discounted Bus Pass Program have exceeded the limit of \$300,000 by \$20,000. At the January 3, 2018, Authority members expressed a desire to have a

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conversation about the number of bus passes available and possibly establishing a new limit. The general consensus of the Community Advisory Committee was to increase the monetary limit of the program. Freeman-Manzanares presented to the Authority a request to approve a new resolution for the Discounted Bus Pass Program indicating the increase of the level amount to \$400,000.

It was M/S/A by Citizen Representatives Warner and Melnick to adopt Resolution 01-2018 amending the Discounted Bus Pass Program limit to \$400,000.

GENERAL MANAGER'S REPORT

Freeman-Manzanares asked the members to review and reply to the Clerk's (Pat Messmer) email regarding Authority attendance at the 2018 Community Advisory Committee meetings. If the proposed dates do not work, the Clerk will make every effort to reschedule another date. The Authority's participation at the CAC meetings has showed the commitment and appreciation the Authority has for the CAC members and their work advising the Authority.

The Clerk emailed the Authority a copy of the Conflict of Interest form which is an annual requirement to complete and a hard copy of the signature page was provided at the meeting. Please complete and sign this page and return to the Clerk.

Intercity Transit received the Grant Award letter from TRPC for Federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) grant funds totaling \$845,500 for Federal Fiscal Years 2018 and 2020. They are:

1. Walk N Roll for School Year 2019/2020, \$95,000 for FFY 2018
2. Walk N Roll for School Year 2020/2021, \$95,000 for FFY 2020
3. Smart Corridors Signal Optimization and Transit Signal Priority Project: Phase II 2018, \$387,500 for FFY 2018
4. Smart Corridors Signal Optimization and Transit Signal Priority Project: Phase III 2020, \$268,000 for FFY 2020

The Bus Stop Enhancements for Safety and Accessibility for 2020 is a contingency project FFY 2020 should additional funds become available.

Freeman-Manzanares is working with the CEO of Pierce Transit to have a conversation regarding shared responsibility for services between Pierce and Thurston Counties. Pierce Transit's Authority is holding a retreat in March. We will continue the discussion about how to move forward after their retreat.

There was a Bus Coalition conference call and Intercity Transit is one of 75 properties that are members. The Coalition was formed after the Bus and Bus Facilities Program

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January 17, 2018

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was eliminated in 2011. It was eliminated for four years and was reinstated in late 2015 at a significantly reduced rate. Intercity Transit applied for a \$12M Bus and Bus Facility grant in late summer for the Pattison Street renovation and expansion and anticipated hearing about results in the fall. The results of that extremely competitive process has not been announced nor have they shared an anticipated release schedule. We did hear the program is oversubscribed 10 to 1, and they are considering the possibility, because of the late award date, of combining two Federal Fiscal Year apportionments to make a single award.

The infrastructure proposal from the Trump Administration will be released within the next two weeks. We understand there is a proposed 20/80 federal/local split instead of a traditional 80/20 split, and there will be no modal sensitivity. The assumption is Congresses' package will include a modal divide so there is money for bridges, roads, transit, water, etc. and they won't be looking at a 20/80 split.

A bi-partisan congressional bus caucus is forming with Rick Larson from Washington State and David Young from Iowa is taking the lead. There are 13 members thus far. They are hoping 40 members will have signed on by the end of March.

Our local options Bills (HB1410 and SB5288) are in play. SB5288 was retained in Senate Rules waiting to be pulled to the floor. HB1410 was referred back to Finance.

Intercity Transit is also submitting another request for DASH funding. The past Chair of the Senate Transportation Committee expressed a willingness to support the funding if the City of Olympia returned to the funding equation. It costs approximately \$750,000 to support the operation of the DASH.

Staff is conducting the second Long Range Steering Committee meeting on January 18 with 13 members from around the community.

AUTHORITY ISSUES

Gilman said the Olympia City Council held their annual retreat where they announced the jurisdictional assignments. Gilman will remain as primary on the Intercity Transit Authority; and Councilmember Renata Rollins will act as alternate.

Melnick suggested showing a YouTube video by Tony Seba, a Stanford University Professor on the subject of solar, battery and autonomous vehicles technologies. The video will be presented at the April Authority meeting.

Melnick suggested talking with the Port of Olympia regarding the Seattle-Tacoma-Olympia ferry situation. Freeman-Manzanares said there is a request sponsored by

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Senator Hunt to fund for a feasibility study. If the legislation is approved, transit is listed as a participant in the study.

Melnick feels the Economic Alliance Open House taking place on February 7 is an important event. He encourages everyone to spread the word to get optimal attendance.

ADJOURNMENT

It was M/S/A by Citizen Representative Warner and Councilmember Cox to adjourn the meeting at 7:16 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Debbie Sullivan, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: February 7, 2018.

Prepared by Pat Messmer, Recording Secretary/
Executive Assistant, Intercity Transit

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 12/31/2017

Thru Date: 12/31/2017

Check #	Check Date	Ref #	Name	Amount	Voided
24115	12/31/2017	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$396.86	
24116	12/31/2017	02380	ARAMARK UNIFORM SERVICES	\$962.19	
24117	12/31/2017	02580	ASSOCIATED PETROLEUM	\$47,017.92	
24118	12/31/2017	03705	BNSF RAILWAY COMPANY	\$4,599.00	
24119	12/31/2017	04100	BUENAVISTA SERVICES, INC.	\$10,652.28	
24120	12/31/2017	04120	BUILDERS HARDWARE CO	\$68.75	
24121	12/31/2017	05740	CED	\$132.84	
24122	12/31/2017	07220	CUMMINS NORTHWEST INC	\$5,833.71	
24123	12/31/2017	08780	EMERALD SERVICES INC	\$2,680.83	
24124	12/31/2017	09820	FLEET-NET CORP	\$5,875.20	
24125	12/31/2017	10580	GENE'S TOWING INC	\$59.79	
24126	12/31/2017	10607	GENUINE AUTO GLASS OF LACEY	\$462.29	
24127	12/31/2017	10660	GILLIG LLC	\$14,408.43	
24128	12/31/2017	10759	GORDON TRUCK CENTERS INC	\$6,735.78	
24129	12/31/2017	11250	HERITAGE - CRYSTAL CLEAN	\$1,408.09	
24130	12/31/2017	11892	J ROBERTSON AND COMPANY	\$1,925.00	
24131	12/31/2017	11909	JAYRAY ADS & PR INC	\$22,721.96	
24132	12/31/2017	14160	MCMASTER-CARR SUPPLY CO.	\$19.11	
24133	12/31/2017	14590	MOHAWK MFG & SUPPLY	\$352.36	
24134	12/31/2017	14750	MULLINAX FORD	\$1,228.15	
24135	12/31/2017	14900	NAPA AUTO PARTS	\$456.33	
24136	12/31/2017	15140	NISQUALLY TOWING SERVICE	\$1,451.25	
24137	12/31/2017	15255	NORTHWEST PUMP & EQUIPMENT	\$317.16	
24138	12/31/2017	15300	OAK HARBOR FREIGHT LINES INC	\$812.55	
24139	12/31/2017	16595	PACIFIC POWER GROUP LLC	\$6,437.75	
24140	12/31/2017	16820	PIERCE COUNTY SECURITY	\$16,786.65	
24141	12/31/2017	17290	PUGET SOUND ENERGY	\$23,194.52	
24142	12/31/2017	17392	QUALITY PARKING LOT SERVICES LLC	\$1,256.64	
24143	12/31/2017	17505	RAINIER DODGE INC	\$411.63	
24144	12/31/2017	17900	SCHETKY NW SALES INC	\$763.20	
24145	12/31/2017	17965	SEATTLE AUTOMOTIVE DIST.	\$1,707.16	
24146	12/31/2017	21660	THERMO KING NORTHWEST	\$7.97	
24147	12/31/2017	21790	THURSTON COUNTY PUBLIC WORKS	\$200.15	
24148	12/31/2017	21930	TIRES INC	\$3,041.78	
24149	12/31/2017	21950	TITUS-WILL CHEVROLET	\$2,038.19	
24150	12/31/2017	21980	TOTAL BATTERY & AUTOMOTIVE SUPPLY	\$127.95	
24151	12/31/2017	22100	TRANSIT SOLUTIONS, LLC	\$822.07	
24152	12/31/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$0.00	<input checked="" type="checkbox"/>
24153	12/31/2017	23400	U S BANK CORPORATE PAYMENT SYSTEMS	\$113,920.22	
24154	12/31/2017	23405	U S BANK or CORPORATE PAYMENT SYSTEM	\$5,709.71	
24155	12/31/2017	23410	U S BANK VOYAGER FLEET SYSTEMS	\$29,291.68	
24156	12/31/2017	25380	WASHINGTON GARDENS	\$527.68	
Total:				\$336,822.78	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/19/2018

Thru Date: 1/19/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24157	1/19/2018	01780	AMALGAMATED TRANSIT UNION 1765	\$258.00	
24158	1/19/2018	01820	AMERICAN DRIVING RECORDS INC	\$269.24	
24159	1/19/2018	02060	AMERISAFE	\$112.71	
24160	1/19/2018	02380	ARAMARK UNIFORM SERVICES	\$959.84	
24161	1/19/2018	02580	ASSOCIATED PETROLEUM	\$82,023.91	
24162	1/19/2018	02680	ASSOCIATION OF WASHINGTON CITIES	\$14,285.00	
24163	1/19/2018	02730	ATKINSON MANUFACTURING, INC.	\$59.23	
24164	1/19/2018	02825	AUTO PLUS - OLYMPIA	\$302.69	
24165	1/19/2018	02990	B&B SIGN COMPANY LLC	\$1,134.49	
24166	1/19/2018	03515	BILL DOWNING, GRAPHIC DESIGNER	\$1,500.00	
24167	1/19/2018	05220	CAPITAL ELECTRIC INC	\$3,351.04	
24168	1/19/2018	05610	CAYAN LLC	\$142.68	
24169	1/19/2018	05962	CHEHALIS COLLISION CENTER	\$4,109.99	
24170	1/19/2018	06341	CLEVER DEVICES LTD	\$10,055.00	
24171	1/19/2018	06610	COMMERCIAL BRAKE & CLUTCH	\$1,271.20	
24172	1/19/2018	07220	CUMMINS NORTHWEST INC	\$15,534.46	
24173	1/19/2018	07619	DAVID S FOSTER	\$1,750.00	
24174	1/19/2018	07620	DAVIS WRIGHT TREMAINE LLP	\$1,951.50	
24175	1/19/2018	08060	DON SMALL AND SONS OIL	\$4,281.72	
24176	1/19/2018	08840	EMPLOYER RESOURCES NORTHWEST	\$7,129.47	
24177	1/19/2018	08852	EN POINTE TECHNOLOGIES SALES LLC	\$3,624.35	
24178	1/19/2018	10285	FTE NEWS MAGAZINE	\$300.00	
24179	1/19/2018	10477	GALLS, LLC	\$571.72	
24180	1/19/2018	10621	GERBER - BOYD GROUP U S INC	\$1,221.46	
24181	1/19/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
24182	1/19/2018	10660	GILLIG LLC	\$0.00	<input checked="" type="checkbox"/>
24183	1/19/2018	10660	GILLIG LLC	\$28,112.23	
24184	1/19/2018	10758	GORDON THOMAS HONEYWELL LLP	\$6,000.00	
24185	1/19/2018	10759	GORDON TRUCK CENTERS INC	\$12,251.87	
24186	1/19/2018	10988	HAND CRANK FILMS INC	\$12,500.00	
24187	1/19/2018	11943	JOANNA GRIST	\$1,750.00	
24188	1/19/2018	12202	JUSTIN CHRISTENSEN-TAYLOR	\$1,000.00	
24189	1/19/2018	12620	KEYBANK NATIONAL ASSOCIATION	\$34.60	
24190	1/19/2018	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVI	\$1,632.25	
24191	1/19/2018	13661	LOOMIS	\$3,955.35	
24192	1/19/2018	13793	MARTIN WAY COLLISION INC.	\$777.05	
24193	1/19/2018	13850	MASON TRANSIT AUTHORITY	\$622.00	
24194	1/19/2018	14160	MCMASTER-CARR SUPPLY CO.	\$72.23	
24195	1/19/2018	14750	MULLINAX FORD	\$157.00	
24196	1/19/2018	14900	NAPA AUTO PARTS	\$808.04	
24197	1/19/2018	15255	NORTHWEST PUMP & EQUIPMENT	\$292.93	
24198	1/19/2018	15585	OLYMPIA FOOD CO-OP	\$260.00	
24199	1/19/2018	16590	PACIFIC NW PUBLISHING COMPANY	\$240.56	
24200	1/19/2018	16874	PITNEY BOWES RESERVE ACCOUNT	\$2,000.00	
24201	1/19/2018	16966	POINT & PAY	\$1,392.18	
24202	1/19/2018	17505	RAINIER DODGE INC	\$1,771.20	
24203	1/19/2018	17795	ROUTEMATCH SOFTWARE INC	\$2,183.00	
24204	1/19/2018	17900	SCHETKY NW SALES INC	\$496.27	
24205	1/19/2018	17965	SEATTLE AUTOMOTIVE DIST.	\$2,260.13	
24206	1/19/2018	18145	SIX ROBBLEES INC	\$210.65	
24207	1/19/2018	18197	SMART TALENT LLC	\$3,655.40	
24208	1/19/2018	18470	SPORTWORKS NORTHWEST INC	\$395.02	
24209	1/19/2018	18610	STEPHAN J PARROTT	\$725.00	
24210	1/19/2018	18669	STRUCTURED COMMUNICATION SYSTEMS I	\$800.00	

Intercity Transit

Accounts Payable Check Disbursement List

Checking Account #: 0040007203

ACCOUNTS PAYABLE WARRANTS

From Date: 1/19/2018

Thru Date: 1/19/2018

Check #	Check Date	Ref #	Name	Amount	Voided
24211	1/19/2018	18878	TAYLOR PUBLISHING INC	\$995.00	
24212	1/19/2018	21660	THERMO KING NORTHWEST	\$379.68	
24213	1/19/2018	21930	TIRES INC	\$2,123.50	
24214	1/19/2018	21950	TITUS-WILL CHEVROLET	\$968.87	
24215	1/19/2018	22010	TOYOTA OF OLYMPIA	\$275.31	
24216	1/19/2018	22100	TRANSIT SOLUTIONS, LLC	\$1,574.02	
24217	1/19/2018	22170	TRANSPORTATION CHOICES COALITION	\$5,000.00	
24218	1/19/2018	22325	TTL PARTNERS LLC	\$3,297.00	
24219	1/19/2018	24030	WA ST AUDITORS OFFICE	\$661.01	
24220	1/19/2018	24040	WA ST CONSOLIDATED TECHNOLOGY SERVI	\$400.00	
24221	1/19/2018	24750	WA ST GET PROGRAM	\$277.00	
24222	1/19/2018	25580	WASHINGTON STATE TRANSIT INSURANCE	\$1,095,836.00	
24223	1/19/2018	25858	WESTCARE CLINIC LLC PS	\$0.00	<input checked="" type="checkbox"/>
24224	1/19/2018	25858	WESTCARE CLINIC LLC PS	\$2,380.00	
24225	1/19/2018	26560	YELM AREA CHAMBER OF COMMERCE	\$500.00	
Total:				\$1,357,222.05	

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
10205 FREEMAN-MANZANARES ANN										
00	2017Jan-Dec	DI	1/19/2018			413.96	413.96	413.96		413.96
11308 HOFSTETTER SHANNON										
00	01/12/2018	DI	1/19/2018			150.00	150.00	150.00		563.96
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2018JAN	DI	1/19/2018			3,001.07	3,001.07	3,001.07		3,565.03
16757 PETERSON, LEE										
00	17SPR QTR	DI	1/19/2018			375.00	375.00	375.00		3,940.03
00	17SUM QTR	DI	1/19/2018			2,000.00	2,000.00	2,375.00		5,940.03
18042 SHAMBURGER, ANGIE										
00	17FALL QTR	DI	1/19/2018			2,375.00	2,375.00	2,375.00		8,315.03

Intercity Transit
Accounts Payable Cash Requirements

Div #	Reference #	Tr Cd	Due Date	Discount Date	Discount Amount	Invoice Amount	Payment Amount	Vendor Total	Sp Ck	Cash Required
11785 INTERNATIONAL ASSOCIATION OF MACHINIS										
00	2017-2018 JAN CORR	DI	1/30/2018			56.93	56.93	56.93		56.93

TRPC Members & Representatives

City of Lacey
Rachel Young

City of Olympia
Nathaniel Jones

City of Rainier
George Johnson

City of Tenino
David Watterson

City of Tumwater
Tom Oliva

City of Yelm
JW Foster

Confederated Tribes of the Chehalis Reservation
Amy Loudermilk

Nisqually Indian Tribe
Heidi Thomas

Town of Bucoda
Alan Vanell

Thurston County
John Hutchings

Tumwater School District
Mel Murray

North Thurston Public Schools
Chuck Namit

Olympia School District
Leslie Huff

Intercity Transit
Karen Messmer

LOTT Clean Water Alliance
Cynthia Pratt

Port of Olympia
E.J. Zita

PUD No. 1 of Thurston County
Russell Olsen

Associate Members

Economic Development Council of Thurston County
Michael Cade

Lacey Fire District #3
Gene Dobry

Puget Sound Regional Council
Pending

The Evergreen State College
Jeanne Rynne

Timberland Regional Library
LG Nelson



REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA 8:30 a.m. – 11:00 p.m. Friday, February 2, 2018

The TRPC pre-agenda provides our members the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at www.trpc.org.

Consent Calendar **ACTION**
These items were presented at the previous meeting. They are action items and will remain on consent unless pulled for further discussion.

- a. Approval of Minutes – January 5, 2018

Puget Sound Regional Council; Josh Brown, Executive Director **PRESENTATION**
Puget Sound Regional Council (PSRC) Executive Director, Josh Brown, will update the Council on the current work and priorities of PSRC. Director Brown will specifically discuss consideration of Joint Base Lewis McChord in Vision 2040 and PSRC's thoughts on I-5 congestion mitigation.

2018 TRPC Meeting Calendar **ACTION**
Council Members will review and approve the 2018 Meeting Calendar.

Appointment of Executive Director's Evaluation Committee **ACTION**
The chair will appoint Council Members to the Executive Director Evaluation Committee.

Election of 2018 TRPC Officers **ACTION**
The Chair will call for an election of the 2018 TRPC Officers – Chair, Vice-Chair, and Secretary.

Countywide Population and Employment Forecast **1st REVIEW**
Staff will present the updated countywide population and employment forecast for Council review. The employment forecast was developed by TRPC staff. The population forecast was developed by the Office of Financial Management (OFM). TRPC staff coordinated with OFM as they updated their forecast. Both forecasts have been reviewed by the Population and Employment Forecast Advisory Committee.

Tumwater Federal STP Funding Transfer Request **ACTION**
The City of Tumwater requests TRPC reallocate \$121,100 federal Surface Transportation Program (STP) grant funds from the Capitol Boulevard Pedestrian Crossing Improvements Project (awarded in 2016) to the Desoto Street Stabilization and Rehabilitation Project (awarded STP grants in 2016 and 2018). To meet its obligation target, the City of Tumwater requests TRPC approve its request to reallocate the grant funds to the Desoto Street project. To allow sufficient time to reprogram the funds, staff recommends TRPC expedite the process by reviewing and taking action on Tumwater's request on February 2.

Water Discussion **DISCUSSION**
In the 2018-2020 Strategic Plan, the Council identified initiation of long-term water availability discussions among the region's major water purveyors. Council member Russ Olsen and Executive Director Marc Daily convened a discussion of the lead staff for the region's water purveyors. Marc and Russ will update the Council on the outcomes of that meeting and the Council will discuss any desired next steps.

2018 Legislature Update **UPDATE**
The Council's February meeting coincides with the first cutoff of the 2018 regular session. Staff will provide an update on issues of interest to the region.

Report from Outside Committee Assignments **INFORMATION**

Member Check In **DISCUSSION**

Executive Director's Report **INFORMATION**

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
January 8, 2018

CALL TO ORDER

Chair Pierce called the January 8, 2018, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Sue Pierce; Vice Chair Austin Wright, Justin Belk; Scott Paris; Carla Dawson; Linda Vail; Jan Burt; Marie Lewis; Jonah Cummings; Denise Clark; Ursula Euler; Peter Diedrick; Marilyn Scott; Joan O'Connell; Walter Smit; Tim Horton; Victor VanderDoes; and Billie Clark.

Absent: Lin Zenki and Michael Van Gelder.

Staff Present: Ann Freeman-Manzanares; Nancy Trail; Eric Phillips; David Dudek; and David Copley.

APPROVAL OF AGENDA

It was M/S/A by LEWIS and EULER to approve the agenda.

INTRODUCTIONS

VanderDoes introduced Authority member, CLARK GILMAN. CAC Members provided a short self-introduction for the new members CARLA DAWSON, LINDA VAIL, SCOTT PARIS JUSTIN BELK AND WALTER SMIT.

MEETING ATTENDANCE

- A. January 17, 2018, Work Session - Billie Clark
- B. February 7, 2018, Regular Meeting - Victor VanderDoes
- C. February 21, 2018, Work Session - Michael Van Gelder

APPROVAL OF MINUTES

It was M/S/A by DIEDRICK and SMIT to approve the minutes of the November 20, 2017, meeting.

NEW BUSINESS

- A. **YOUTH EDUCATION UPDATE** - (David Copley) Copley played a slideshow of photos of the Youth Education Program from 2017. He noted a staffing change that Jessica Gould had taken another position with Intercity Transit, and a new person was starting in February to take her place. She was formerly with the Department of Ecology.

Copley reviewed the Youth Education Program Mission Statement: "To educate and encourage youth to get around by biking, walking, and riding the bus to foster a healthy,

active community.” And then the program Vision Statement: “Youth will access their community using healthy, active transportation.” He indicated one of the growing outreach programs in 2017 were middle school presentations. In 2017 the program gave 18 presentations on active transportation reaching 900 students at Salish MS, Komachin MS, and Reeves MS. Staff completed seven Rolling Classrooms that tour the maintenance facility with the highlight being the bus wash. The program completed 19 transit field trips to places like Lott, Olympia City Hall, Olympia Farmer’s Market and National Day of Service. Walk to School Days are one of the biggest pieces of the program and about a dozen schools participate. People meet at an area near the school and all walk together. Staff goes out and volunteers to walk with the kids. It gives kids who can’t walk from their home the opportunity to experience walking to school. Staff provides snacks and incentives, and handles the outreach at the schools. More than 3,000 students participated in the Walk to School days in 2017. Staff also tables at events and they were just at ORLA and several back to school nights. They have created a customizable wheel game that can be used for all age levels and people really like it. Staff has been promoting the Pace Car program which encourages safe driving skills for parents. When parents sign a pledge they get a bumper sticker. Statistically injuries come from parent’s driving and the Pace cars slow down the traffic in the school zones. The survival rate for accidents at 25 mph is 9 out of 10, and you can flip that for accidents at 45 mph. Slowing traffic down around schools is important.

Coppley continued with an update on the Earn-a-Bike Program. The program is done at one school per year and includes 8 hours of bicycle education. Students learn how to fix a flat tire, adjust brakes, and a lot of bike riding skills. Before the class staff scouts the surrounding neighborhood streets and they talk to the kids about hills and everyone likes hill day. Students get to keep the bike, a bike helmet and a little accessory kit. The program saw 74 participants in 2017. Staff is working on expanding the program to the summer with parks and rec. The program is limited to one school per year. The bike shop is manned by volunteers and they provide the bikes for the Earn-A-Bike program. They receive donations from bike shops, and local police. Last year volunteers donated over 1,300 hours of volunteering and completely overhauled 93 bikes. The bike shop is open Wednesdays from 1:00 pm – 5:00 pm and Saturdays 11:00 am – 4:00 pm.

Coppley shared that the Youth Education Program supports Bikes in PE with the Tumwater School District (TSD) and North Thurston Public Schools (NTPS). The program is made possible by a Washington Safe Routes to School grant that provides a trailer and about 30 bikes with tools to maintain them. Staff helps with the application process and with bike fleet maintenance. TSD had approximately 150 kids participate and NTPS had 650 students. Staff is working to make the curriculum more readily available for teachers and hopes the program continues to grow. The Olympia School District has indicated an interest and staff hopes they will apply in 2018. Intercity Transit staff has provided assistance in the grant process as well as the implementation of the program.

Coppley answered questions.

Burt – asked if the program needs more bikes.

Coppley – indicated one of the biggest issues they have at the moment is storage. They appreciate the donation of bikes and staff has gotten support from management for a storage container when the Pattison lot renovations are complete. What they really need are volunteers. It is a great way to learn how to work on a bike.

Freeman-Manzanares – added she wished they could get the program into more schools. The first grant application with TSD was done at the request of DOT due to the number of negative vehicle and student interactions. Being a safe cyclist isn't an inherit skill and the programs focus on keeping kids safe is excellent. She thanked Copley for his hard work continuing to grow the program.

- B. OPERATIONS VIDEO UPDATE -** (*David Dudek & Ann Freeman-Manzanares*) Freeman-Manzanares shared an update on the new camera installation funded by the Authority in 2017. Staff would like to show the CAC the difference between the old cameras versus the new. The older cameras frequently couldn't read license plates. As technology improves and cameras get better the agency tries to keep up with that. The video you will see shows the capability of the camera system and how amazing the Operators are. The cameras capture a lot of what is going on outside the vehicle. When the system was first installed one of the things staff didn't consider was the incredible benefits to law enforcement and our community as a whole. The cameras capture accidents and a variety of things occurring outside, as well as inside, the vehicles. The number of public records requests has risen and that has been a challenge from a staffing perspective.

Dudek indicated he is an Operation's Supervisor and would provide some videos showing the difference between the old Verint video system and new TSI system. The new forward facing cameras are HD and the DVR's on the buses have a lot more storage capacity. They were able to increase the frame rates of the old cameras due to the increased storage capacity so they are clearer. He showed a side by side comparison of video systems. He then provided examples of the different type of things the cameras capture outside the bus.

Freeman-Manzanares added that the agency has about 210,000 hours of fixed routes service or "risk on the road" each year. In addition we have vanpool and staff support vehicle hours, or "risk on the road". The agency is insured by the Washington State Transit Insurance Pool (WSTIP) a conglomeration of transit systems throughout the state. The agency participates in a continual training process for Operators and has an excellent program for vanpool drivers. Intercity Transit was recognized by WSTIP last year for having the least amount of accidents and received their Safety Star award. The agency also celebrates Transit Driver Appreciation Day and that gives the public an opportunity to write thank you notecards to the drivers.

Dudek added that recently one of the agency's senior drivers was on Martin Way and truck cut in front of him causing an accident. The truck then left the scene. The entire front of the bus had to be replaced. HR received a call 3 days later from the truck driver's insurance company indicating one of IT's buses had hit the truck and left the scene. Staff provided a copy of the video showing them exactly what happened.

Freeman-Manzanares relayed the story of a carjacking/kidnapping situation that took place in Lacey and it was one of our Operation's Supervisor, through reviewing video footage, discovered where the car was "dumped" and also captured the photo that was used by law enforcement to arrest the individual. We had footage and video of the assailant getting on the bus, asking the Operator if he could pay with a \$2 bill and if he could get to the Amtrak Depot on that bus, going through a bag stolen from the car and watching law enforcement responding to the incident. Law enforcement finger-printed the bus, and the \$2 dollar bill

he used to pay is fare. Ultimately law enforcement found him in Portland and tied the individual to two rape cases as well.

Dudek and Freeman-Manzanares answered questions.

Cummings – asked if there was exterior signage for the exterior cameras and added that it might be something worth considering.

Smit – asked if there were cameras on the operations vehicles.

Dudek – responded not at this time.

O’Connell – inquired about the tape over the old footage of the driver, but not the new.

Freeman-Manzanares –replied part of the initial Memorandum of Understanding with the ATU was that the cameras wouldn’t have a full view of the driver. Since then, new distracting driving laws, particularly around texting and talking on the phone have been enacted. It’s important to be able to prove that our Operators are in compliance with the law. Having a view of potential cell phone usage is important.

Wright – shared a story about a request for video concerning his wallet being stolen. Once he got it he took it to the police. They recognized the man and he was ultimately arrested.

Belk – asked how long the video is available.

Dudek – indicated it is generally available for two weeks before it starts writing over itself.

O’Connell – asked when police request it do they just ask for it by date and time.

Freeman-Manzanares – replied that they try to be specific but added that sometimes it takes some detective work to find an incident they are looking for.

Dudek- indicated sometimes they pull video off of 7 or 8 buses for police requests.

Freeman-Manzanares – stated the latest upgrade was \$440k. That is a significant amount of money but has likely been recovered several times over in lawsuits or the avoidance of lawsuits. There is also a great benefit for emergency management. IT is the lead transportation provider for the County and the camera system can capture a significant amount of information to the benefit of the community.

- C. DISCOUNTED BUS PASS PROGRAM UPDATE -** (*Ann Freeman-Manzanares*) *Freeman-Manzanares* shared that six years ago the Authority approved half priced passes to non-profit and governmental agencies serving low income people. In 2016 the Authority increased the amount of the program from \$200k to \$300k since the requests were nudging up to that limit. In 2017 requests came in below the limit. At the December 6, 2017 Authority meeting requests for 2018 were just below the limit of \$300k. At the January 3, 2018 meeting requests had come in at \$320k. The last two requests are from Olympia Municipal Court and North Thurston Special Education. The information was presented to Authority and they indicated a further conversation was necessary at their January 17 meeting. Staff is looking

for conversation from the CAC about whether the agency should increase the amount. If the amount is increased to \$400k in half priced bus passes the agency would potentially forego \$200k in income. She reminded the committee that it is not a given that those passes would be sold otherwise. The program was started during the recession when funding was reduced for agency's serving low income populations and the need increased. The Authority decided it was important, our mission and a great need in our community, to get individuals where they need to go. She indicated applications are sent out in October and are due in the middle of November. Staff identifies who qualified and they are awarded in December. They are on a first come/first served basis after that. The two additional applicants didn't get any bus passes.

Freeman-Manzanares answered questions.

O'Connell - stated if the amount was bumped up to \$370k it doesn't seem like it's enough to make a big impact on the agency.

Freeman-Manzanares - responded that they are not sure the passes dedicated to the program at half price would have been purchased at full price because neither the agency/non-profit, nor the individual could likely afford it. There is no guarantee the passes would otherwise be sold.

Cummings - shared that one thing he suspects it could reduce is the delays in service created by collecting fares and attempting to collect fares from those who don't have the money to pay.

Euler - inquired about recipients having leftover passes and how well they estimate when purchasing.

Freeman-Manzanares - indicated they do it on a monthly basis and for the most part they are able to adjust.

Clark, D. left the meeting.

Pierce - asked if Olympia Municipal Court indicated why they were late. The amount was raised to \$300k not that long ago.

Freeman-Manzanares - responded if both the applicants had applied by the mid November due date staff would have gone to the Authority with a proposal to fund a portion of all the requests. While the program has been in existence for a number of years, there are still a number of organizations inquiring as word continues to get around. For instances, there might be a program at a school participating in the program, yet another program, with potentially different funding sources may have just learned of the program.

Phillips - asked if the program had any history of denying applicants. It is interesting that the awareness is continuing and there is a 50% buy in. He also inquired if the agency has always been able to meet the requests.

Intercity Transit Citizen Advisory Committee

January 8, 2018

Page 6 of 9

Freeman-Manzanares – indicated the agency was in this position two years ago and they addressed it not by denying applicants but by increasing the program limit. Last year the program was \$38k below the limit. This year it was \$20k over by January 3.

Paris left the meeting.

Euler – added it's great when an organization can be supportive of people in need. She works for the City of Tumwater and oversees utility billing. They have an assistance program for the elderly and disabled. She tells her staff it's there to help people, but they don't want people to abuse the process. If the agencies are giving them to people who are truly in need then it's great the organization can help the community in this way. It is revenue that may not have come to IT anyway.

Freeman-Manzanares – noted that it is the organizations that distribute passes based on their clients needs. These organizations serve low income populations. Together!, for instance, knows the population and students who are getting the passes.

Euler – remarked in terms of law enforcement there are so many with DUI's and they end up going into a vicious cycle not being able to work with no transportation and not way to get there. It is well worth the effort to help people get out of the cycle and be able to get to work and to school.

Horton – indicated part of the reason transit exists is to help people get to work and this is a good idea. He likened it to everyone having a discounted bus pass because bus fares don't pay for the operation of the bus system. It would be different if it were a revenue neutral source. Anything can be abused but the positives outweigh the negatives. It is worth it to help people get where they need to go.

O'Connell – stated she is a big supporter and one of the first things she learned on the CAC is that you don't pay for buses through the farebox. It helps form solid community relationships.

Belk – indicated he would like to build on the last three comments and that whatever stage people are at hopefully they will remember they were helped and would be users of IT in the future. When they can afford their own fare they support the goal of getting more people on the bus.

VanderDoes – added that he is data driven and thinks there are all positive outcomes and would recommend increasing it.

Phillips – stated there is a lot of capacity right now.

Pierce – believes applicants should be made aware of the deadlines.

O'Connell – added that the limitation is not necessary – if it is \$500k it isn't driven by when the application gets in you also might have some come in later in the year. She would like the agency to be sensitive on how it is presented and maybe not so hardline.

Pierce – remarked if the funds are available.

Vail – stated if the funds are available to extend it if someone contacts us later we will have foreseen that.

CONSUMER ISSUES

- *Scott* – stated she has been going to a lot of tabling events for Bus Buddies and hears a lot of comments about how good our system is and how much they like what we're doing.
- *Vail* – indicated they are planning spring trips and have someone to go with them.
- *Clark, B.* – shared that she was on DAL about 10 days ago and there was a client in a tilted wheelchair and this person was not able to help themselves in any way. The driver was left to manipulate the person around to get them on and off the bus. She felt like it was a really unsafe process for both the Operator and the individual. She was concerned for the person in the wheelchair and thought this person should have had a caregiver with them. She called and talked to someone in dispatch the next day.

Dudek – responded he was working with new DAL temporary manager and it is being investigated.

Vail – inquired about the process of evaluation of who can use DAL.

Freeman-Manzanares – replied there is a certification process and it can be temporary or longer term dependent upon the situation. Some people need it when they are recovering from surgery. Some only at night or because of inclement weather. The agency has staff that review and determine eligibility. Sometimes they may depend on the individual's physician to provide some direction. The agency uses an Easter Seals set of criteria and travel trainers will take people out to see what their capabilities are. We are happy to chat with anyone curious about the program.

- *Wright* – indicated he drove by OTC yesterday and a multitude of police vehicles were responding. He thought the committee would have received an email from Ann on the event.

Freeman-Manzanares – responded it didn't rise to the level to send an email to the Authority or the CAC. A situation occurred off-site in downtown Olympia and several individuals involved in the situation came onto the OTC property and were arrested.

- *Belk* – commented on the agency's emergency response to the Amtrak derailment a few weeks ago, thanking IT for getting him to and from work. They did an excellent job dealing with the unfortunate circumstances. As to the things within their control they did an excellent job.

Freeman-Manzanares – thanked Belk for his comments and added that the agency was called early on to provide buses to evacuate passengers. We cancelled service for approximately 4 to 5 hours. We had completed several trips already that morning and needed to make return trips for those individuals. The longest deployment was 10-12 hours and that is a long time to be out. People responded in amazing and caring ways.

Pierce – reminded everyone to look at the rider alerts on the website and read them carefully even if the headline hasn't changed. Staff was moving on the fly and did a great job.

Freeman-Manzanares – added that staff is exploring text message update so people can identify routes and have it come directly to them. Staff will share with marketing to change the headline of the rider alert when they are updated.

- *Pierce* – shared it's important to share your compliments and concerns with staff. And you don't have to do it directly with the individuals if that is uncomfortable. Get the coach number along with the day and the route information and IT will figure out the rest.

Wright – indicated he has had really good results from IT as they are very responsive. And staff get to read about customer compliments on the monitors.

REPORTS

- **December 3, 2017, Regular Meeting** – Cummings provided the report including updates to the OTC construction project; a consumer issue from an express passenger concerning a racial slur and he felt IT could take steps to prevent the situation in the future; and updates on the budget and strategic plan.
- **January 3, 2018, Regular Meeting** – Burt provided the report including there was a celebration for all the recipients of the surplus van grant vans that was great (she shared a photo she took of one of the vans) and they were full of compliments for IT; the ITA approved the purchase of 25 seven passenger vans; approved the name change for the CAC; and were informed of the 16 new operators starting today. Burt also shared a quote Clark Gilman made at the meeting that IT should be known as a people moving company not a bus company.
- **General Manager's Report** – Freeman-Manzanares provided the General Manager's report including:

Encouraged members to follow the agency Facebook page and you will see when IT has something cool go on like the van grants and you can see all of the photos.

Freeman-Manzanares is attending the CEO conference in February and it will prevent her from attending the CAC meeting.

Jim Merrill, Director of Operations, who has been with IT for 30 years is retiring June 30. Emily Bergkamp is going to be taking over for Jim. She has moved into Jim's office. Currently he is also the Director of Maintenance. Upon his retirement Paul Koleber will become the Director of Maintenance.

Operations Supervisor Kevin Karkoski has been promoted to temporary DAL Manager. A recruitment for the position will open later this year.

Intercity Transit Citizen Advisory Committee

January 8, 2018

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The Vanpool program is starting a little uptick. They ended 2017 with 174 vanpool groups and already have 178 in 2018. They are creating a video with testimonials. Staff also participated in a video shoot for a day in the life of a bus. Staff will show both to you once they are finished.

A new class of operators started today.

The Short and Long Range Steering Group will hold their second of three meetings next week. There are many stakeholders involved who will put together a proposal to go back to the community.

Staff had a pre-submission meeting with the City of Olympia on the OTC project. They expressed a sincere desire to work with IT.

Legislative session began today and it is a short session. Staff has been led to believe that the local options bill from last session is still alive. Time is the enemy and the bill is to ask for an additional .03% of taxes available to provide additional service. If the agency needs people to testify staff may be calling. The agency has been hosting a lot of legislators about potential funding for the Pattison Street facility.

The Insta-chains worked like a charm in the recent inclement weather.

She shared the trophy the agency received in Lacey's Second Annual Lighted Parade. The agency participates in several parades throughout the year and you are welcome to come and ride the bus at the Tumwater 4th of July parade; Prairie Days Parade in Yelm, LakeFair Parade, Lacey Lighted Parade, and Downtown for the Holidays Parade in Olympia.

NEXT MEETING: FEBRUARY 12, 2018.

ADJOURNMENT

It was M/S/A by O'CONNELL and SMIT to adjourn the meeting at 7:35 pm.

Prepared by Nancy Trail G:\CAC\Minutes\2018\CAC Minutes 20170108.docx

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-A
MEETING DATE: February 7, 2018

FOR: Intercity Transit Authority

FROM: Katie Cunningham, 705-5837

SUBJECT: Marketing and Communication Services Contract Extension

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- 1) **The Issue:** Consideration of one-year contract extension with JayRay Ads & PR, Inc. (JayRay) for marketing and communication services.
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- 2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with JayRay to provide Marketing and Communication Services, and authorizing an additional \$115,000 for work planned during 2018 for a revised total contract not-to-exceed amount of \$185,000.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** In February 2017 JayRay was awarded the contract for Marketing and Communication Services. The initial contract term was for a period of one year, with four one-year renewal options and included an initial budget award of \$70,000. This item represents the first one-year renewal, and adds contract authority in the not-to-exceed amount of \$115,000 for projects planned as part of the 2018 Marketing, Communications and Outreach work program. All work assigned to JayRay under the contract is by Task Order and subject to Intercity Transit staff approval.

During the initial contract term, JayRay provided valuable marketing and communications support for Intercity Transit's marketing and communications work plan, including the IT Road Trip project, vanpool promotion efforts, and website brand guidelines. During the new (second year) contract term, Intercity Transit expects to partner with JayRay for additional vanpool, fixed-route, and bicycle commuter supplemental professional services related to marketing and communication promotion efforts planned as part of the 2018 work program.

Based on JayRay's record of performance, staff is confident JayRay will continue to provide valuable professional services and recommends that the one-year contract extension be approved.

5) **Alternatives:**

- A. Authorize the General Manager to execute a one-year contract extension with JayRay to provide Marketing and Communication Services and authorizing an additional \$115,000 for work planned during 2018 for a revised total contract not-to exceed-amount of \$185,000.
- B. Defer action. This alternative would result in a lapse of supplemental marketing and communications services.

6) **Budget Notes:** The not-to-exceed contract amendment amount of \$115,000 falls within Intercity Transit's 2018 Marketing and Communications budget and planned expenditures. Intercity Transit will finalize actual costs with JayRay on a project-by-project basis, ensuring that project costs do not exceed the total not-to exceed contract amount.

7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."*

8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-B
MEETING DATE: February 7, 2018

FOR: Intercity Transit Authority

FROM: Steve Krueger, 705-5837

SUBJECT: Interagency Agreement with DES for Project Management Services

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- 1) **The Issue:** Consideration of entering into an Interagency Agreement (IAA) with the Washington State Department of Enterprise Services (DES) to perform Project Management Services in support of the Pattison Maintenance, Operations and Administrative (MOA) facility Expansion and Rehabilitation Project.
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- 2) **Recommended Action:** Authorize the General Manager to enter into an IAA with DES to provide Project Management Services in support of the Pattison Maintenance, Operations and Administrative (MOA) facility Expansion and Rehabilitation Project in the amount of \$282,850.60.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** The Master Plan for the Pattison (MOA) Base Expansion was completed in 2010 and the Phase I Underground Storage Tank Project is scheduled to be complete this spring. To implement Phase II, the Master Plan will need to be updated to reflect growth targets, current operations and facility constraints, long-term service and program space needs and a phasing plan to complete the work. The phasing plan will include rehabilitation of the existing facilities. Project complexities and the need to minimize disruption to operations make this project an ideal candidate for use of the General Contractor/Construction Manager (GC/CM) alternative construction methodology.

Because DES is already authorized and experienced in leading GC/CM public works projects, it is expected that economies and efficiencies will be realized by entering into an IAA with DES to serve as our Project Manager for the Pattison Base Expansion and Rehabilitation Project. Using state standard processes, templates and best practices, DES will then competitively award a contract to have the Master Plan updated (following ITA approval) and then later do the same for the GC/CM contractor.

The DES Project Management fee is based on a percentage of the project amount. Using the \$16.2 million in committed project funds, the DES project management fee is calculated to be \$282,850.60. All future contracts related to this project exceeding \$100,000 will be brought forward separately for Authority consideration.

By leveraging DES resources and expertise, staff believes that entering into an IAA with DES to perform Project Management Services for the Pattison Base Expansion and Rehabilitation project represents the most cost effective and expedient path forward in realizing a successful outcome of this project.

5) **Alternatives:**

- A. Authorize the General Manager to execute an IAA with DES to perform project management services in support of the Pattison Maintenance, Operations and Administrative (MOA) facility Base Expansion and Rehabilitation Project in the amount of \$282,850.60.
- B. Have Intercity Transit continue to serve as the Project Manager. Doing so will require awarding a contract with a qualified GC/CM consultant to assist Intercity Transit in navigating the Washington State GC/CM approval process which will delay the project and potentially threaten federal funding participation.

6) **Budget Notes:** The Pattison Base Expansion and Rehabilitation Project budget includes \$4.1 million of local funds in the 2018 budget for final design work which would include project management services. Additional State and Federal funds have been secured for this project. The DES IAA amount of \$282,850.60 is well within this scope.

7) **Goal Reference:** **Goal # 1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal # 2:** *“Provide outstanding customer service.”* **Goal # 3:** *“Maintain a safe and secure operating system.”* **Goal # 4:** *“Provide responsive transportation options within financial limitations.”* **Goal # 5:** *“Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community.”* **Goal # 6:** *“Encourage use of our services.”*

8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-C
MEETING DATE: February 7, 2018

FOR: Intercity Transit Authority

FROM: Eric Phillips, Development Director, 705-5878

SUBJECT: Transit Signal Priority Interlocal Agreement with City of Tumwater

1) **The Issue:** Consideration of an Interlocal Agreement with the City of Tumwater supporting Transit Signal Priority implementation, coordination and technical support.

2) **Recommended Action:** Authorize the General Manager to enter into an Interlocal Agreement with the City of Tumwater identifying processes, roles and responsibilities related to the implementation of Transit Signal Priority.

3) **Policy Analysis:** The Interlocal Cooperation Act (RCW 39.34) provides authority for two or more public agencies governing bodies to enter into an agreement in support of a joint project.

4) **Background:** Interlocal Agreements (ILA's) are an efficient tool to support coordination between two local agencies working cooperatively. The ILA with Tumwater for TSP provides the supportive framework and defines roles and responsibilities for each agency while also providing support related to tracking and managing the project in accordance with the FTA grant requirements.

Under this agreement with the City of Tumwater staff can move forward and manage the framework for continued TSP deployments including technical coordination for new intersections, equipment tracking processes consistent with Federal Requirements, and ongoing installation, communication and maintenance of the system. The ILA also provides that Intercity Transit will be responsible for purchasing equipment required for successful TSP implementation. The City of Tumwater will support the project by housing the equipment within City owned traffic signal control boxes. The ILA provides clarification on responsibilities of each jurisdiction regarding the management of the equipment, changes and monitoring of system performance, and coordination of the field implementation of equipment including operations to support TSP implementation. The agreement also specifies that Intercity Transit is the grant fund recipient and is solely responsible for tracking, documenting, and meeting the Federal Transit Administration (FTA) grant requirements.

Both agencies attorneys reviewed the ILA as presented for consideration and the City of Tumwater is scheduled to take action on this ILA at their February 6, 2018 City Council meeting.

Staff recommends proceeding with the Interlocal Agreement with the City of Tumwater to support the overall implementation of TSP in our service area.

Project History: TSP deployments are part of the Smart Corridors Initiative, a regional study prepared by Thurston Regional Planning Council (TRPC) to review and implement measures to improve the technical and operating performance of major corridor operations in our region through a variety of measures. Utilizing federal Congestion Mitigation and Air Quality Improvement Program funds (CMAQ) a study for considering Transit Signal Priority technology (TSP) was undertaken between the jurisdictions of Lacey, Olympia, Tumwater, Thurston County, WSDOT Olympic Region, and Intercity Transit. The intent of this study and subsequent implementation strategies is to improve overall corridor capacity and mobility in the region. Among these key strategies, TSP deployments as identified in the study, will enhance transit speed and reliability along corridors experience increasing traffic, congestion and travel delay. Intercity approved a similar ILA with Olympia last fall and has requested similar support from the City of Lacey.

5) **Alternatives:**

- A. Authorize the General Manager to enter into an ILA with the City of Tumwater identifying roles and responsibilities related to the implementation of TSP.
- B. Defer action. Do not approve ILA. Without an ILA in place the project coordination and certain FTA requirements would be difficult to coordinate. The project may not proceed.

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- 6) **Budget Notes:** The ILA does not include authorization of funds beyond staff support and coordination. Funds required for implementation of TSP interlocal agreements was approved as part of the TSP grant project and is part of the 2018 budget. Additional funding (CMAQ) to support implementation of TSP was awarded by TRPC on January 5, 2018.

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- 7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal #6:** *"Encourage use of our services."*

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- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-D
MEETING DATE: February 7, 2018

FOR: Intercity Transit Authority
FROM: Eric Phillips, Development Director, 705-5878
SUBJECT: External Funding Overview

1) **The Issue:** Review and update on all Intercity Transit external funding sources, processes, and update on projects utilizing external funds.

2) **Recommended Action:** For information and discussion.

3) **Policy Analysis:** N/A.

4) **Background:** "External Funding" is a term used to capture Federal, State and Regional funding that comes to Intercity Transit. These funds are typically accessible by formula distribution, competitive awards, or program related-sources. The most common sources are Federal and State funding programs. In general, terms we typically refer to these funds as "grants." This review summarizes the processes used to identify and program external funds to support Intercity Transit's ongoing capitals and operating projects and programs. As we work to deliver projects and services approved by the Authority, our objective is to always work to retain as much local funding as possible to provide service to our customers.

The external funding summary will look at:

- ✓ Sources of funding
- ✓ Processes required to obligate
- ✓ Reporting and tracking
- ✓ Review of current external funding projects and programs
- ✓ Program management approach to external funding

5) **Alternatives:** N/A.

6) **Budget Notes:** N/A.

7) **Goal Reference: Goal #3:** "Maintain a safe and secure operating system."
Goal #4: "Provide responsive transportation options within financial limitations."

8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 7-E
MEETING DATE: February 7, 2018

FOR: Intercity Transit Authority

FROM: Pat Messmer, 705-5860

SUBJECT: Annual Authority Reorganizing Activities

1. **The Issue:** Election of Authority Chair and Vice Chair as well as committee appointments.

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2. **Recommended Action:**
- A. Election of the Intercity Transit Chair;
 - B. Election of the Intercity Transit Vice Chair;
 - C. Identify and approve Committee Assignments:
 - Thurston Regional Planning Council;
 - Transportation Policy Board;
 - Intercity Transit's Pension Committee.

3. **Policy:** The Intercity Transit Authority bylaws, Article VI. Officers - Chair and Vice Chair, Section 6.2 Term, states, "The Chair and Vice Chair shall be elected from among the members at the first meeting in February of each year."

4. **Background:** Officers serve a one-year term. There is nothing within the bylaws or past minutes requiring the officers to serve a minimum or a maximum number of consecutive terms. There are no written guidelines regarding how the positions are filled. At the annual reorganization meeting scheduled for each February, it is the responsibility of the Transit Authority to elect a Chair and Vice Chair to lead and represent the Authority for the following year.

The Chair position was held by Debbie Sullivan (for one year) and the Vice Chair position was held by Karen Messmer (for one year).

Attached are current committee assignments. The terms of the committee appointments coincide with the terms of the Authority officers. Representations include the Thurston Regional Planning Council (TRPC), Transportation Policy Board (TPB), and Intercity Transit's Pension Committee.

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5. **Alternatives:**
- A. Elect officers and approve committee assignments.

B. Defer elections and assignments. The current Chair and Vice Chair would continue to serve until elections are finalized. If the Chair is absent, the Vice Chair serves as Chair. If the Chair and Vice Chair are absent, the most senior member would serve as the presiding officer. The most senior officer is Citizen Representative Ryan Warner.

6. **Budget Notes:** N/A.

7. **Goal Reference:** The Authority and its officers represent the agency. Representation at TRPC and TPB enable the Authority to share its goals, gain support and develop partnerships to help achieve all goals.

8. **References:** Committee Assignments and Responsibilities. Intercity Transit Authority Bylaws – referencing 5.8 of Article V - Chair; Article VI. OFFICERS - CHAIR AND VICE CHAIR; and VII. COMMITTEES 7.1 Authority Committees.

**INTERCITY TRANSIT AUTHORITY
COMMITTEE ASSIGNMENTS
As of February 2017**

Each year in February, at the reorganizational meeting, the Intercity Transit Authority approves committee assignments, as follows:

Thurston Regional Planning Council: General responsibilities include attendance at the monthly Thurston Regional Planning Council meetings and providing a monthly report to the full Authority. Meets the 1st Friday of the month at 8:30 AM.

Karen Messmer
(Alternate: Debbie Sullivan)

Transportation Policy Board: General responsibilities include attending the monthly Transportation Policy Board meetings and providing a monthly report to the full Authority. No standing dates - generally meets at 7:00 AM on the first Wednesday of the month.

Don Melnick
(Alternate: Ryan Warner)

Pension Committee: The Intercity Transit Pension Committee consists of a Plan Committee (two permanent staff positions, one Authority member, and four employees), and the Executive Committee (two permanent staff positions and the Authority member); the Executive Committee selects services and makes decisions that comply with policy set by the Plan Committee as a whole. Meets quarterly - dates to be announced.

Ryan Warner

Ad Hoc Committees: The Authority Chair may form ad hoc committees to address specific issues.

Committee of the Whole: The Authority Chair may form a "Committee of the Whole," composed of all Authority members, to address major issues.

The Olympian is designated as the official newspaper of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

5.7 Quorum. At all meetings of the Authority, five voting members shall constitute a quorum for the transaction of business. (Res. 5-2010)

5.8 Chair. The Chair shall open and preside at all meetings of the Authority. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority; provided, however, if the Chair is to be permanently unable to preside, the Authority shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and Vice Chair, the voting member having served on the Authority the longest shall serve as acting Chair. (Res. 5-2010)

5.9 Conduct of Meetings. Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority resolution, Roberts Rules of Order (newly revised) shall govern the conduct of Authority meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the State Open Public Meetings Act.

5.10 Order of Business and Agenda. The order of business at regular meetings, work sessions, and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to any meeting of the Authority, the Clerk of the Authority and the General Manager will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments and will distribute to all members as soon as possible prior to the meeting, but not less than 48 hours before the meeting. (Res. 02-93; Res. 05-2001; Res. 03-2007)

5.11 Voting/Authority Decisions. Every voting member of the Authority shall be entitled to one vote on all issues before the Authority; the nonvoting member is entitled to no vote. All voting members present may vote or abstain; an abstention shall be recorded but not be counted. The act of the majority of the voting members present at a meeting at which a quorum is present shall be the act of the Authority, unless a greater number is required by law. The majority vote must have at least three affirmative votes in order to be an Authority decision. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken. (Res. 94-89; Res. 2-06; Res.5-2010).

5.12 Meeting Minutes. The proceedings of all Authority meetings, work sessions, and public hearings shall be recorded and maintained and shall contain

an accurate accounting of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting.

The official copy for each meeting shall be approved by the Authority, signed by the Chair and Clerk of the Board and shall become part of the permanent records file, maintained by the Clerk. (Res. 05-2001)

5.13 Resolutions. The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board, and once approved by the Authority, shall be signed by the Chair and Clerk. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

5.14 Compensation. Voting and nonvoting members of the Authority shall not be compensated for meeting attendance. Any change to Section 5.13, Compensation, of the Intercity Transit Authority bylaws shall require a two-thirds majority vote by the Authority. (Res. 20-81; Res. 63-84; Res. 2-93; Res. 2-98; Res. 4-99; Res. 6-02; Res. 5-2010).

5.15 Attending Meetings Remotely. While adhering to the Open Public Meetings Act, RCW 42.30, Authority members may attend regular, work session, special meetings and executive sessions via teleconference, if they are unable to attend in person. This requires that all those attending the meeting in person must be able to clearly hear the members who are attending remotely.

Member's requiring remote attendance shall provide staff with at least 2 day's notice to allow for reasonable accommodation.

The Chair and Vice Chair may attend remotely; however, they will not be able to preside over the meeting remotely. In the event the Chair and Vice Chair must attend the meeting remotely concurrently, the voting member having served on the Authority the longest shall serve as acting Chair.

Remote attendance shall constitute attendance for quorum purposes and voting. Prior to the start of any meeting in which a member is attending remotely, the presiding Chair or Vice Chair will announce the guidelines for how members attending remotely will be included in making motions, amendments, etc.

VI. OFFICERS - CHAIR AND VICE CHAIR

6.1 Election. The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

6.2 Term. The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

6.3 Duties. In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-96)

VII. COMMITTEES

7.1 Authority Committees. In order to better facilitate the work of the Authority, the Authority may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than four Authority members. Committee Chairs and committee members shall be designated by the Authority Chair, subject to the confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

Terms of standing committees will coincide with the terms of the Authority officers (which recommence annually in February), at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed. (Res. 61-84; Res. 76-86; Res. 1-91; Res. 2-93).

7.2 Special Appointments. The Chair may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.